Ministry of Labour

e - Forms User Manual

(Modify Person)

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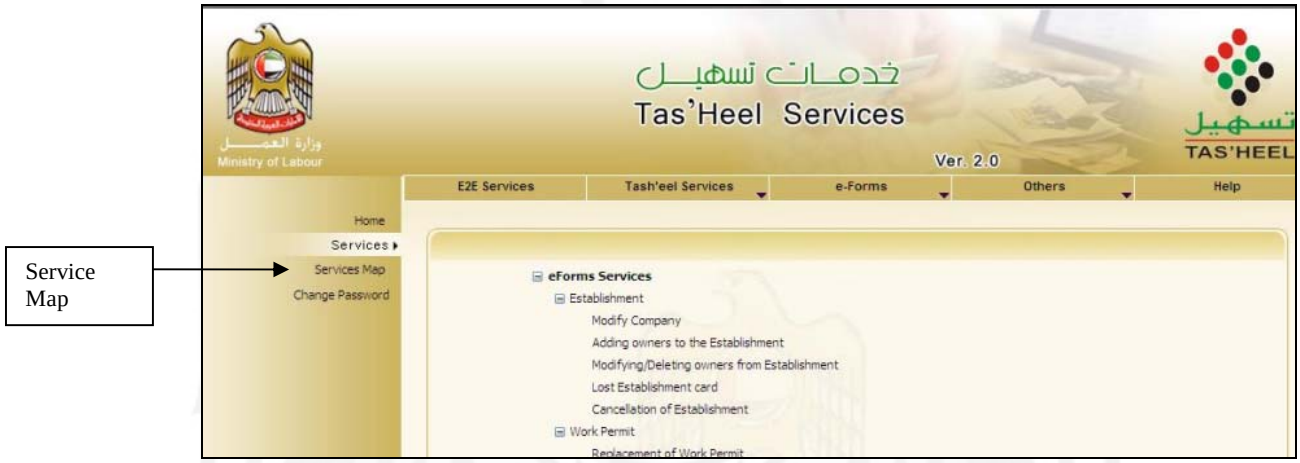
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.

Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and the choose Sponsorship Cancellation.

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Modify Person

Introduction

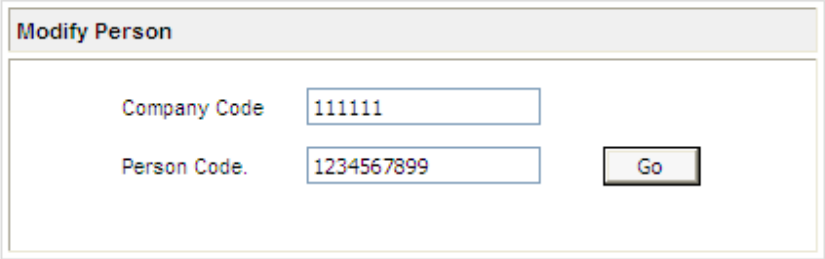
Modify Person service is use to modify person information in Ministry of Labour.

Functional Description

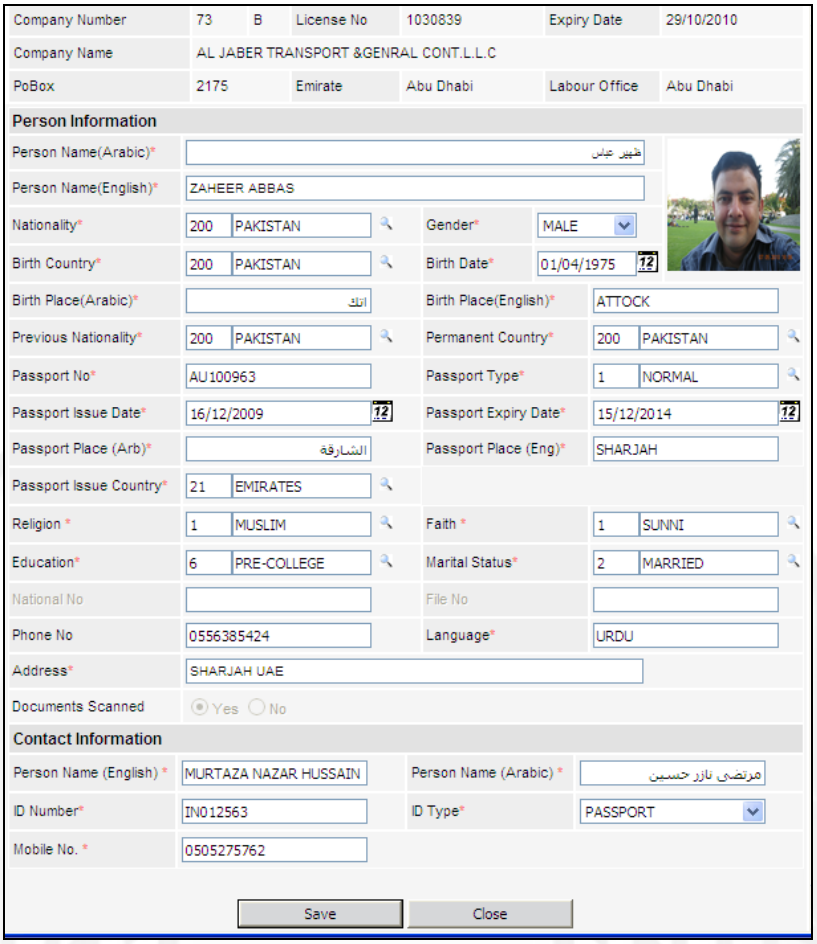
- Click on "Modify Person ".

Select "Modify Person "

- Enter company code , person code and press "GO".



- On clicking "GO" a form is displayed giving person information.
- Change the information that needs to be modified.



- Person's age should be more than 5 years and less than 100 years.
- Passport issue date should be less than today.
- Passport expiry date should be more than today's date.
- It is mandatory to enter National no. and File No. to be entered for Emiraties.
- Phone and Fax no. should start with "0" and be nine digits.
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and attach the following documents.

    1. Person photo

- If you are unable to scan, please visit http://www.eservices.mol.gov.ae/molforms/help/usermanual.htm
- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.

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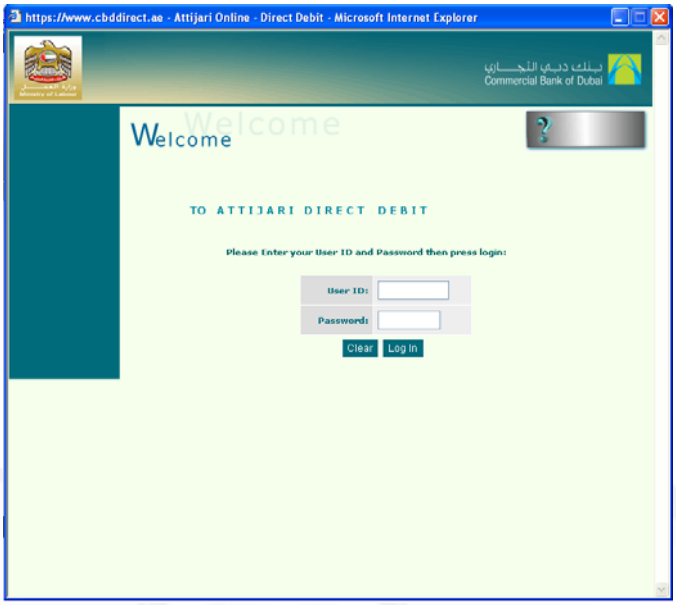

- On completion of payment you will receive a receipt which needs to be given to the customer.

MB090098652AE

التاريخ	:	09:53:05 21/05/2009
مكتب عمل	:	أبو ظبي
اسم المنشأة	:	الجابر للنقل والمقاولات العامة ذ م م
نوع المعاملة	:	تصريح عمل إلكتروني

1. This is sample text for electronic work permit;
2.
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قد تصل إلى 10,000 درهم للمعاملة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of. laws. Fines up to 10,000 AED per application may be imposed

- تعليمات وإرشادات -

- يجب إرفاق صورة الرخصة التجارية.
- يجب إرفاق صورة بطاقة العضاء المتواجدين.
- يجب إرفاق صورة كروكي لموقع المنشأة.
- عدد تذاكر المعاملة
- يجب إرفاق صورة الجواز + المؤهل العلمي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و العيادات الخاصة أبتداء من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007

- يجب تسليم المعاملة في وزارة العمل فقط وليس في البريد.

- يجب تقديم طلب نقل الكفالة للوزارة بعد أقصى خلال شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء هذه المدة.

Receipt